


DD/S 69-0508

**MEMORANDUM FOR:** Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

**SUBJECT :** Submission of Regulatory Proposals

Not all Support Offices follow the same procedure when submitting proposals for regulations, notices or handbooks. To make our practices consistent, to insure that a central record is maintained of all proposed issuances, and to speed the editorial and coordinative process, addressees are requested to make it their general practice to send proposals on new or revised regulations, notices or handbooks directly to the Chief, Support Services Staff, with a carbon copy to the Executive Officer, DD/S.

  
R. L. Bannerman  
Deputy Director  
for Support

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